

The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Certified Health Officers
c/o Exporior
2 Mt. Royal Avenue, Suite 250
Marlborough, MA 01752

MEMORANDUM

TO: All Interested Parties

FROM: Board of Certified Health Officers

RE: Registration by the Commonwealth of Massachusetts as
a Certified Health Officer (CHO)

The Board of Certified Health Officers is accepting applications for the examination of qualified health professionals for registration as a Certified Health Officer.

The Board defines a Health Officer as “a person with a broad basic education and experience in the physical, biological, and social sciences supplemented by specialization in the field of health administration, and who is qualified to carry out public health administrative duties and enforce the laws in the field of public health”. We recommend, to all eligible persons in the health field, this opportunity to demonstrate proficiency and achievement at this important level of professional competency in public health. Presently, there are over two hundred persons who are certified by The Commonwealth of Massachusetts and have earned the exclusive right to the designation as a Certified Health Officer (CHO) in Massachusetts.

Attached to this memorandum is a copy of the application and descriptions of the eligibility requirements. Please distribute this notice to all persons who may be eligible to take this examination. The next examination will be held sometime in **October**. In order to assure consideration of your application; please file your application by the end of **July** with all supporting documentation. Application received after this date will be considered for the next examination date. For further information, you may contact the Board of Certified Health Officers at (617) 727-9925.

ELIGIBILITY/APPLICATION INFORMATION FOR EXAMINATION

EXAMINATION: Are held once a year, depending upon the number of qualified applicants. Applications can be filed at any time. Once your application has been reviewed and approved you will be notified by Exporior about the examination time and location.

APPLICATION/ EXAMINATION FEE: Payment must be in the form of a money order made payable to Exporior in the amount of \$98.00, attach it to the enclosed scheduling form.

EXAMINATION AREAS: The written multiple choice examination is developed by a testing agency. Topics covered include policies, practices and responsibilities of federal, state local, and voluntary public health programs as well as general administrative and management procedures.

ELIGIBILITY: Applicants shall meet one of the following qualifications from an accredited institution:

(A) Degree in Medicine: Holder of a license to practice medicine in Massachusetts and one year of experience in a position requiring administrative responsibility for public health program.

(B) Degree of Master of Public Health or its equivalent as defined by the Board and completion of one year of experience in a position requiring administrative responsibility for public health programs.

(C) A Baccalaureate Degree, signifying the completion of a four-year undergraduate program, including or supplemented by a minimum of forty-five (45) semester hours (or their equivalent) in public health, the biologic, environmental, sanitary or related sciences and one year of experience in a position requiring administrative responsibility for public health programs.

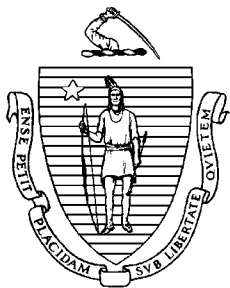
SUPPORTING DOCUMENTATION: Education and Experience

(A) Official Transcripts, which document the degree(s) obtained and all courses, completed must be submitted directly to the applicant in a signed sealed envelope.

(B) The above educational requirements require one year of experience in “a position requiring administrative responsibility for public health programs”. A year of experience is defined as a year of actual full-time or equivalent part-time performance (under the supervision of a Certified Health Officer or others approved by the Board) of work in a state Department of Health or a local Public Health Agency.

Letters verifying employment must be from an individual qualified to provide specifics of the applicants administrative and public health responsibilities, preferably that individuals supervisor at the time the required experience was being obtained. Specific attention should be given to describing the applicant’s administrative responsibilities in the areas of personnel management, planning, budgeting and communications with respect to public health programs. NOTE: Written letters documenting administrative public health experience need to be submitted for the required one (or two) year periods only. All other employment should be listed on the application form but does not require written verification.

FOR FURTHER INFORMATION: The Board strongly recommends that you obtain a copy of the Rules and Regulations and fully acquaint yourself with these regulations. Copies of 241 CMR are available from the State Bookstore, State House, Room 116, Boston, MA 02108, (a small fee will be charged by the bookstore) or by calling (617) 727-2834, also, you may obtain a copy of the Rules and Regulations off the Internet Web Site at www.state.ma.us/reg.



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Please attach recent 2"x2"
Photograph here

1. Applicant Name: _____
Last First Middle

2. Permanent Address: _____
No. Street Apt. # Telephone

City/Town State Zip Code

3. Business Address: _____
Agency/Department Telephone

No. Street Apt. # City/Town State Zip Code

4. Date of Birth: _____

5. Place of Birth: _____

7. Social Security Number (**Mandatory**): _____
Pursuant to G.L. c. 62C, s. 47A, the Division of Registration is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

8. List any licenses/certifications you hold in the United States or any country or foreign jurisdiction and the state/jurisdiction from which the license/certification was originally issued. Please attach a certificate of standing from each state or jurisdiction in which you are licensed/certified, indicating the status of your license and any relevant disciplinary information.

9. Has any disciplinary action been taken against you by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes: ☐ No: ☐

Or Professional Association or Organization? Yes: ☐ No: ☐

If yes, please state the details (use a separate sheet if necessary)_____

10. Are you the subject of pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes: ☐ No: ☐

If yes, please state the details (use a separate sheet if necessary):_____

11. Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction?

Yes: ☐ No: ☐

If yes, please state the details (use a separate sheet if necessary):_____

12. Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction? Yes: ☐ No: ☐

If yes, please state the details (use a separate sheet if necessary):_____

13. Have you been a defendant in a civil proceeding in the last years, which resulted in a settlement or judgment? Yes: ☐ No: ☐

If yes, please give details: _____

14. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction , other than a traffic violation for which a fine of less than \$100.00 was assessed? Yes: ☐ No: ☐

EDUCATION: Official Transcripts must be submitted at the same time as the application. Please have the endorser return the transcripts to you in a signed sealed envelope.

	NAME	ADDRESS	MAJOR COURSE	DATES FROM	ATTENDED TO	DEGREE RECEIVED	INDICATE # of Science hours
COLLEGE OR UNIV.							
GRADUATE SCHOOL							
OTHER							

COMMENTS: _____

EXPERIENCE: Give full information concerning periods of employment contributing to your experience in the practice of Public Health. Start with your present position and work back, explaining exact duties. Under the “Hours per week” column, enter only those periods spent in public health practice. **A resume must be attached to this application to provide necessary information on jobs, duties, professional actives and publications.**

Date from _____ to _____	Name Address of Employer	Telephone Number of Employer	Duties	Total Hours per week	Total Hours of experience	Name of Your immediate supervisor

EMPLOYER’S CERTIFICATION: In order to meet the experience requirement, your employer must submit a letter of reference certifying the duties and length of your work experience.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of Certification of Health Officers to deny me the right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to G.L. c. 62C, s. 49A., to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxed required by law.

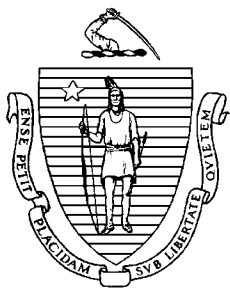
Signature of applicant-**signed in the presence of a Notary Public**

Application Date: _____

Notary Name: _____
Print Name

Notary Signature: _____

Commission expires: _____



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APPLICATION PACKET CHECKLIST

The following must be included for a complete application. Please complete and enclose this checklist with your application. Incomplete applications will be RETURNED to you.

- _____ A Completed Application Form Notarized
- _____ A Scheduling Form With Attached Fee
- _____ 2x2 Photograph
- _____ Official Transcript(s) (must be submitted in a signed sealed envelope)
- _____ Employer's Certification - A letter(s) verifying employment from your supervisor for the administrative public health experience only.
- _____ A copy of your resume

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June 30, 2003